

**REQUEST FOR INSPECTION AND/OR COPIES OF PUBLIC RECORDS  
OF THE DELAWARE VALLEY SCHOOL DISTRICT**

Name	Date
Address	Telephone (Work)
	Telephone (Home)
	E-mail Address

<u>Items Requested for Inspection</u>	No. of Copies Requested
1.	
2.	
3.	
4.	
5.	
6.	
Add additional page for additional requested items.	

**Charges/Fees:** The requester must pay the cost of records prior to the School District's release of the records.

Record Type	Notes Regarding Duplication and Other Forms of Document Response	Cost	No. of Pages, Copies, or Records	Total
<b>Black and White</b>	Single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5 x 11" page	\$.25 per page		\$
<b>Color</b>		Actual cost		\$
<b>Disks</b>		Actual cost		\$
<b>Specialized Documents</b>	For example, but not limited to, blue prints, non-standard sized documents	Actual cost		\$
<b>Facsimile, Microfiche, Other Media</b>		Actual cost		\$
<b>Postage</b>		Actual cost of mailing		\$

<b>Conversion to Paper</b>	If a record is only maintained electronically or in other non-paper media, duplication fees will be the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.			\$
<b>Certification of Record</b>	Certification must have been requested by the requester and for the purpose of legally verifying the public record. Certification fees do not include notarization fees.	\$1.00 per record (not per page)		\$
<b>Enhanced Electronic Access</b>	The School District will charge user fees specifically for the provision of the enhanced electronic access to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester as required in the Right-to-Know Law.  This may be a flat fee, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof.	To be determined if and when offered.		\$
<b>Complex Extensive Data Sets</b>	Includes geographic information systems or integrated property assessment lists.	Reasonable market value		\$
<b>Statutory Fee</b>	If a separate statute authorizes the School District to charge a set amount for a certain type of record, the School District may charge no more than that amount.	Statutory amount		\$
			Total Due from Requester	\$
			Total Received from Requester	\$
	<b>Date:</b>	<b>Business Manager's Signature</b>		

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Resources: Public Records Policy #801, and Administrative Regulation # 801-AR